



Setting Up and Syncing your Mobile Device

Syncing (short for synchronize) is the process by which data is moved between a computer and a mobile device (iPhone, iPod touch, iPad). Syncing is done by connecting the usb cable from the device to the computer.



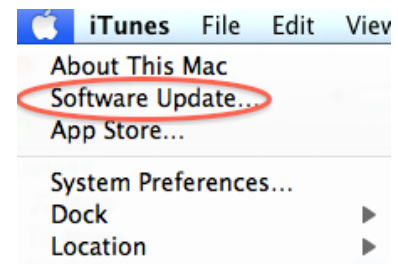
You can sync:

- Contacts—names, phone numbers, addresses, email addresses, and so on
- Calendars—appointments and events
- Notes (sync with Mac OS X Mail* or Microsoft Outlook)
- Web bookmarks
- Music and audiobooks
- Photos
- Podcasts
- Movies and TV shows
- Applications
- Ringtones (iPhone only)
- Books
- iTunes U content
- **Note:** On iPad, you can also sync documents via File Sharing with apps that support it.

Setting up for syncing:

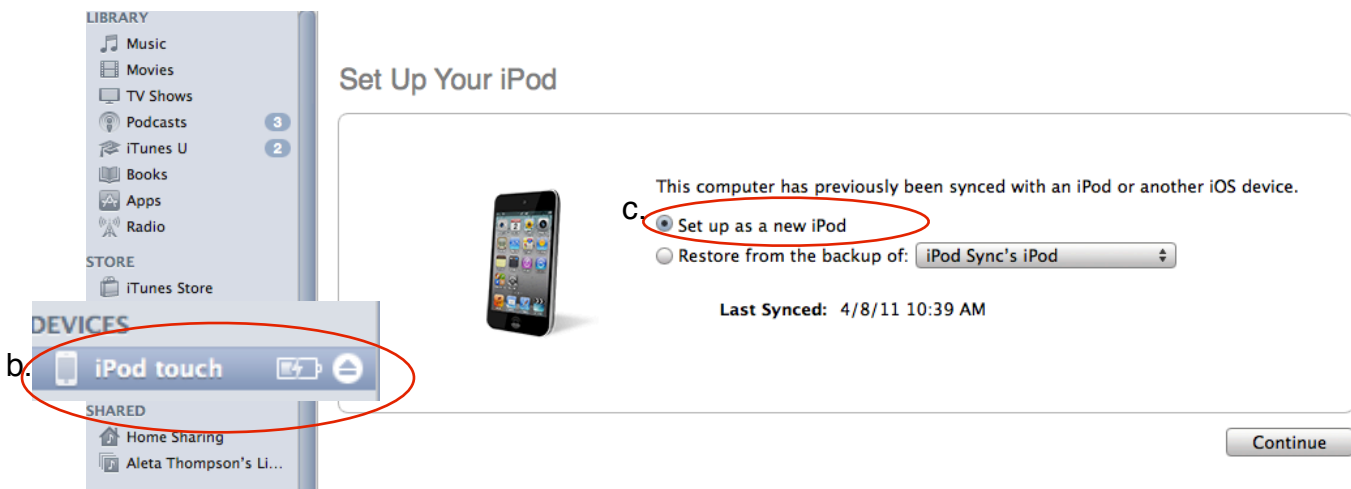


UPDATE! You use **iTunes** on your computer to choose which items to sync. Make sure you have the most recent version of iTunes. On your Mac, open iTunes and choose **iTunes > Check for Updates**.



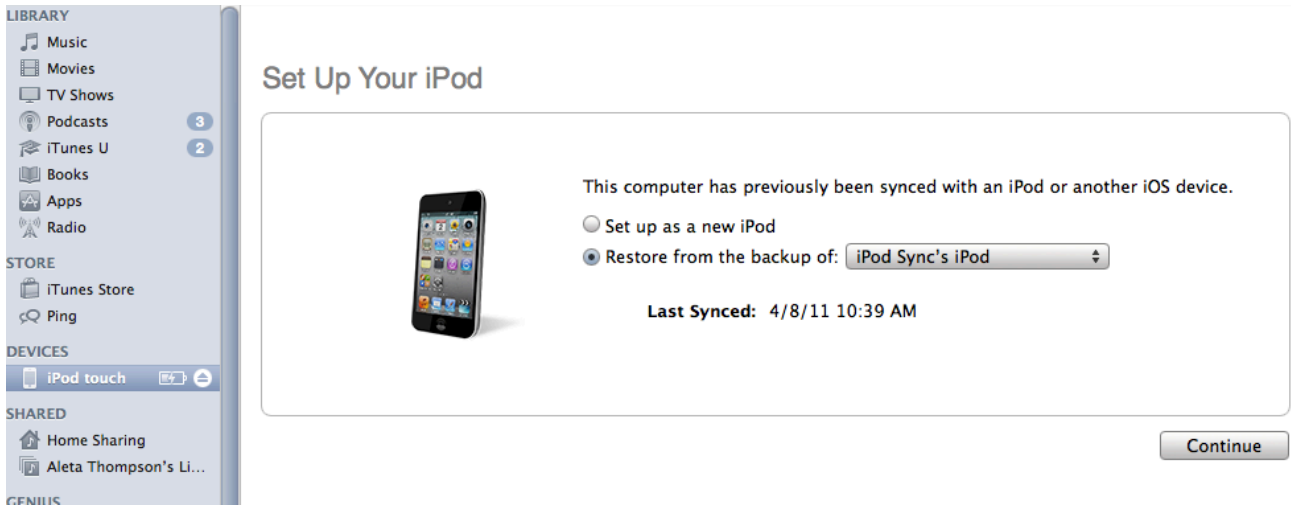
1. Connect

- Connect your device to your computer using the included cable. By default, iTunes opens automatically.
- Select your device in iTunes under Devices on the left-hand side
- If this is the very first time you are syncing an iPod to your computer, you will select "Set up as a new iPod."*



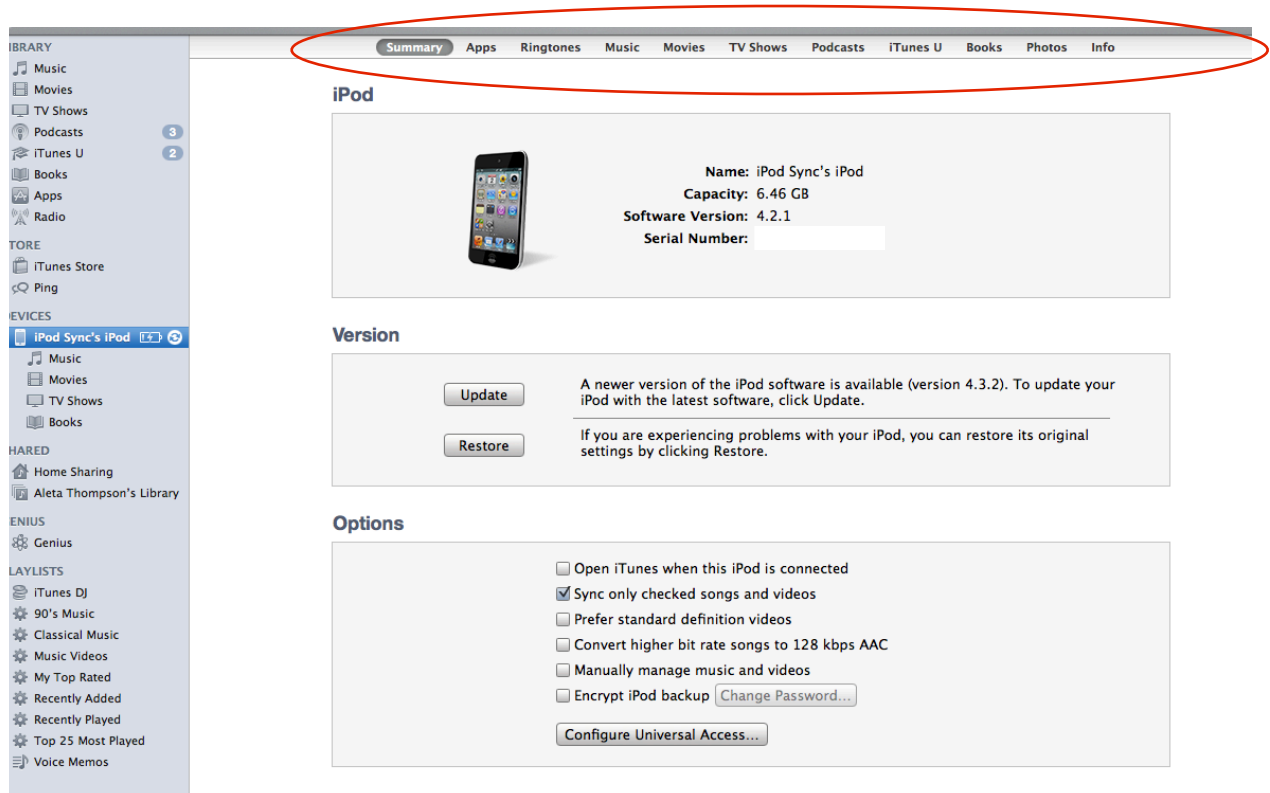
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- d. If you already have an iTunes library and have backed it up from an older device, you can select *“Restore from backup.”*



2. Set syncing preferences and select items to sync

Click the summary tab to set your preferences for syncing. Click respective tabs in iTunes to specify which media and information you want to sync from your computer to your device when you are ready to sync content, such as podcasts, audio files, bookmarks, etc.

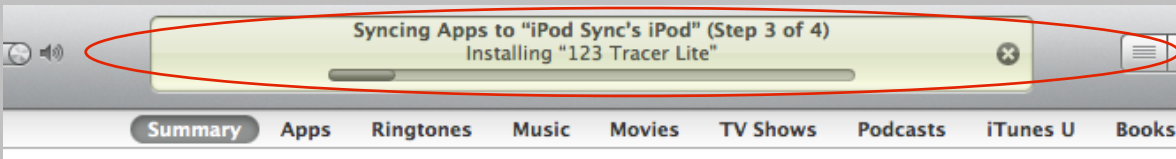


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3.Sync

Click *Apply* for any changes or *SYNC* to begin syncing in the lower-right corner of the screen. Your computer syncs with your device according to your settings.

*Skip this section in the gray box if you have **not** set up an iTunes account/library on your laptop.*



If you have an iTunes account already set up with apps, the **transfer** of information should automatically begin syncing from your computer to your iPod touch. Notice the arrows circling next to your device name and/or the *marque at the top of iTunes which displays what is currently syncing*. If this doesn't automatically occur, go to the iTunes menu and choose File>Transfer Purchases from iPod.

You *may* be asked if you want to merge data, replace data on the *device*, or replace the data on your *computer* if you have synced with a different library before.

Merge: When you choose to merge information, any differences between the data will be mingled together.

Replace: If you choose to replace information, information from either the computer or device will overwrite the information on the other. These options can not be undone.

Properly eject your iPod touch before disconnecting the cable.



4. Download Apps:

To download apps from the app store, whether free or fee-based, you will need an Apple ID by setting up an account. There are 2 ways to do this:

- a) Attaching to a credit card for personal purchases.
- b) NOT attaching to a credit card for free downloads or purchases with activation codes. (account must be set up on your laptop) Directions can be downloaded from the CHSD best practices wiki: <http://chsdtech.wikispaces.com/> Click on Software and Digital Content.

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5. Set up your professional iTunes account/Apple ID.

Use your “cape.k12.de.us email” to be managed on your school laptop and school device only. Follow directions from CHSD best practices wiki: <http://chsdtech.wikispaces.com/> Click on Software and Digital Content #.

set up this account NOT attached to a credit card.

This account will be used for all “school” purchases that are purchased through Volume Voucher Program by administrators (paid for by district funds) to download educational apps. Your principal (or Program Facilitator) will issue you an activation code (license for usage) upon approval. This can be done either on your ipod touch or on your teacher laptop.

If you have already a personal (non-cape) account for personal use with iTunes, you will need to set up a second account for “school purchases”. Managing multiple accounts requires logging in and logging out of the account associated with that purchase for updates.

You do NOT need an iTunes account to download free podcasts and/or any free content from iTunes U.

More info @

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